

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMITTEE MEMORANDUM

TO: Land Use and Development Committee

FROM: Jimmy L. Morales, City Manager,

DATE: July 22, 2013

SUBJECT: DISCUSSION ON AN ORDINANCE REQUIRING AN OUTSIDE FIRM OR THE CITY BEING THE ENTITY THAT MAILS NOTICES IN LAND USE

SITUATIONS.

HISTORY/BACKGROUND

On March 13th, 2013, at the request of Commissioner Wolfson, the City Commission referred a discussion item on an Ordinance that would require an outside firm or the City to be the entity that handles mail noticing for Land Use matters.

ANALYSIS

Currently, the City Code specifies that the mailed notice requirement for the City's Land Use Boards (Design Review Board, Historic Preservation Board, Planning Board and Board of Adjustment) is the responsibility of the applicant. Procedurally, for every Board application, Planning Department administrative staff provides the applicant with one (1) copy of the required notice, one (1) set of the mailing labels submitted with the application, and the required number of envelopes. The applicant then has the responsibility of copying the notice, stuffing, labeling and marking the envelopes with the correct file number, and returning the stuffed envelopes to the Planning Department by a specified time, so that they can be mailed in accordance with the 30 day notice requirements.

In the past, the reason that the applicant has been required to do all of the leg work for the mailed notice is the Planning Department does not have a large enough administrative support staff to handle the volume of mail notices required for four separate Boards, on a monthly basis.

Staff has explored other options to the above procedures, and believes that the implementation of the new Accela Automation permitting system may help to streamline the noticing procedures. Of course, with an appropriate increase and expansion in administrative support staff, the mail notice requirement could be handled completely by the Planning Department.

Another option would be the outsourcing the mail notice requirement to an outside firm; this would be feasible. However, it would need to be determined what the cost for these services would be, and whether such costs would be borne by the City or the applicant.

CONCLUSION

The Administration recommends that further policy direction on this issue be provided.

JLM/JMJ/RGL/TRM

M:\\$CMB\CCUPDATES\Land Use and Development Committee\2013\July 22, 2013\Land Use Mailings - MEMO July 2013 LUDC.docx



OFFICE OF THE MAYOR AND COMMISSION

MEMORANDUM

TO: Kathie Brooks, Interim-City Manager

FROM: Jonah Wolfson, Vice Mayor

March 7th, 2013 DATE:

SUBJECT: Agenda Item

Please place on the March 13th, 2013, Commission Meeting Agenda a referral to the Land Use and Development Committee to discuss an ordinance requiring an outside firm or the City being the entity that mails notice in Land Use situations.

If you have any questions, please contact Leonor Hernandez at extension 6437.

JW/lh